



**CITY OF ROCKVILLE  
ROCKVILLE, MARYLAND**

**INVITATION FOR BID # 14-14  
BLANKET ORDER FOR BUS STOP SHELTERS (NO ON-SITE INSTALLATION)**

Sealed bids addressed to the City of Rockville, Maryland for **BUS SHELTER FRAMES** will be received at the Purchasing Office, Rockville City Hall, 111 Maryland Avenue, Rockville, Maryland 20850 until **02:00 PM (EASTERN), TUESDAY, DECEMBER 17, 2013.**

**The bidder assumes full responsibility for the timely delivery of a bid to the designated location. Bids delivered to any other office or location will not be considered. All bids will be publicly opened after the time set for receipt of bids and read aloud in the Mayor and Council Chambers at the same address.**

Bid sheets shall be submitted in a sealed envelope. The face of the envelope shall contain the date and time of bid opening and bid number.

**BID DOCUMENTS**

Solicitations are available several ways:

1. By downloading the Document from the City website at <http://www.rockvillemd.gov> Click on bids and proposals
2. Call us at (240) 314-8430 and we will mail the IFB or RFP to you, or
3. You may visit the Purchasing office and pick up a bid or proposal packet between the hours of 8:30 a.m.–5:00 p.m., Monday through Friday, excluding government holidays. We are located at Rockville City Hall, 111 Maryland Avenue, Rockville, MD 20850

**SUBMISSION OF BID**

All bid sheets must be executed and submitted in a sealed envelope in duplicate (do not include more than one bid per envelope). The face of the envelope shall contain the date and time of bid opening and bid number.

**AWARD**

Award will be made to the lowest responsive and responsible bidder(s) complying with all provisions of the Invitation for Bid, provided the bid price is reasonable and in the best interest of the City to accept.

The purchasing agent reserves the right to waive a minor informality, immaterial bid defect and/or technicality if such waiver is determined to be in the best interest of the City. A minor informality or immaterial defect means a bid requirement that is merely a matter of form or is an immaterial provision in the solicitation. A bid defect is immaterial when the significance of the defect is negligible when contrasted with the total cost or scope of the procurement. A

technicality is a small detail in specification, requirement, term or condition that forces an unwanted, unexpected and/or negative result upon the City. The decision of the purchasing agent with respect to whether a requirement is a minor informality, whether a bid defect is immaterial, or whether a technicality exists, as well as, whether or not a waiver is in the best interest of the City is final and may not be challenged by a bidder.

#### **NOTICE TO BIDDERS**

Companies not incorporated in the State of Maryland must be in compliance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations in order to enter into a contract with the City. "Pursuant to 7-201 et seq of the Corporations and Associations Article the Annotated Code of Maryland, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, MD 21201 before doing any interstate or foreign business in this State. Before doing any intrastate business in this State, a foreign corporation shall qualify with the Department of Assessments and Taxation."

Bidders must supply with their bids their US Treasury Department Employers' Identification Number as such number is shown on their Employer's Quarterly Federal Tax Return (US Treasury Department Form No. 941). This number shall be inserted on the Bid Sheet in the space provided.

Bidders must be qualified to bid in the state in accordance with Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS IN PART OR FULL AND TO WAIVE ANY TECHNICALITIES OR INFORMALITIES AS MAY BEST SERVE THE INTERESTS OF THE CITY.

ANY INDIVIDUAL WITH DISABILITIES WHO WOULD LIKE TO RECEIVE THE INFORMATION IN THIS DOCUMENT IN ANOTHER FORM MAY CONTACT THE ADA COORDINATOR AT (240) 314-8100 TDD (240) 314-8137.



**CITY OF ROCKVILLE  
MARYLAND  
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**  
NON-CONSTRUCTION – 10/2012

1. **TERMS AND CONDITIONS** The terms and conditions of this document govern in event of conflict with any terms of the bidder's proposal, and are not subject to change by reasons of written or verbal statement by the contractor unless accepted in writing. Words and abbreviations which have well known technical or trade meanings are used in accordance with such meanings.
2. **SUBMISSION OF BID** Unless otherwise specified in the solicitation, all bids are to be submitted in a sealed envelope to the Purchasing Office, 111 Maryland Avenue, Rockville, MD 20850. The envelope shall be clearly marked with the invitation for bid number. Unless otherwise specified, the following forms must be submitted:
  - Bid proposal page(s) in duplicate
  - Non-collusion/non-conviction affidavit
  - References, if requested
  - Other forms as requested in the document.

The bid proposal form must be typed or written in ink. Conditional bids and bids containing escalator clauses will not be accepted. All bids must be regular in every respect and no interlineation, exclusions, or special conditions shall be made or included. Bids must contain an original signature, in the space provided, of an individual authorized to bind the bidder.

3. **LATE BIDS** It is the bidder's responsibility to assure delivery of the bid at the proper time to the designated location. Bids delivered to any other office or location will not be considered.
4. **ADDENDUM** In the event that any addenda to this solicitation is issued, all solicitation terms and conditions will remain in effect unless they are specifically changed in the addendum. It is the responsibility of the bidder to make inquiry as to addenda issued. Oral answers to questions relative to interpretation of specifications will not be binding on the City. Such addendums, if issued, will posted at: <http://rockvillemd.gov/business/bids.htm#bids>

Please note, that it is the bidder's responsibility to check this site frequently for Addendums, which may impact pricing, this document's requirements, terms and/or conditions. Failure to acknowledge an addendum on the bid proposal form or to sign and return an Addendum with your response may result in disqualification of proposal.

5. **BID OPENING** All bids received in response to an Invitation for Bid will be opened at the date, time and place specified and publicly read. A tabulation of bids received are posted on the City's website: <http://www.rockvillemd.gov/business/bids.htm>
6. **ACCEPTANCE OF BIDS** Unless otherwise specified, the City will accept or reject any or all bids or any or all items within ninety (90) days after the date of bid opening, unless extended by mutual consent of all parties.
7. **BID WITHDRAWAL** Bids may be withdrawn or modified under the following circumstances:
  - a. Where a mistake is discovered before the bid opening, the bid may be modified or withdrawn by written or electronic notice received by the Purchasing Agent prior to the time set for bid opening.
  - b. Where a mistake is discovered after the bid opening but prior to contract award, a bid: 1) may be corrected where the error is made and the intended bid price can be determined solely from the bid documents submitted, and the Purchasing Agent determines that the mistake was inadvertent and bona fide;
  - c. May be withdrawn where the bid was submitted in good faith and the bid price is substantially lower than the other bids due solely to a clerical mistake therein as opposed to a judgment mistake and the mistake was due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid.

- d. No bid may be withdrawn or award canceled when the result would be prejudicial to the interests of the City or fair competition.
  - e. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or business to whom the contract is awarded, or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
  - f. If a bid is withdrawn or award canceled under the authority of this section, the lowest remaining bid shall be deemed to be the low bid.
  - g. Nothing herein shall prevent the City from rejecting all bids if deemed to be in the interest of the City or fair competition.
8. **BIDDER INTEREST IN MORE THAN ONE BID** Multiple bids received in response to a single solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for a solicitation both as a bidder and as a subcontractor for another bidder, will result in rejection of all bids in which the bidder is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two or more bidders submitting a bid for the work. Any or all bids may be rejected if reasonable grounds exist for believing that collusion exists among any bidders. Bidders rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.
9. **PRICES** Bids must be submitted on a firm, fixed price, F.O.B. Destination basis only unless otherwise specified herein.
10. **ERRORS IN BIDS** When an error is made in extending total prices, the unit price will govern. Erasures in bids must be initialed by the bidder.
11. **TAX EXEMPTION** The City is exempt from the payment of any federal excise or any Maryland sales tax.
12. **SPECIFICATIONS** Bidders are expected to be thoroughly familiar with all bid documents, including all addenda. No consideration will be granted for any alleged misunderstanding of the intent of the contract documents. In the process of assembling and binding the bid documents individual pages or drawings may have been inadvertently omitted. Each bidder shall carefully and thoroughly examine these bid documents for completeness. No claim of any bidder will be allowed on the basis that bid documents are incomplete.
13. **BID AWARD** Award will be made to lowest responsive and responsible bidder complying with all provisions of the Invitation for Bid, provided the price is reasonable and in the best interest of the City to accept. The City reserves the right to award by individual commodities/services, group, all or none or any combination thereof. When a group is specified, all items in the group must be bid.

In determining the responsibility of a bidder, the following criteria will be considered:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the services required;
  - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  - c. The character, integrity, reliability, reputation, judgment, experience and efficiency of the bidder;
  - d. The quality of performance on previous contracts or services;
  - e. The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service;
  - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - g. The quality, availability and adaptability of the goods or services to the particular use required;
  - h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
  - i. Whether the bidder is in arrears to the City or a debt or contract or is in default on a surety to the City;
  - j. Such other information as may be secured by the City having a bearing on the decision to award the contract.
14. **MULTI-YEAR BIDS** Multi-year contracts may be continued each fiscal year only after funding appropriations have been granted. In the event necessary funding appropriation is not granted, the multi-year contract shall be null and void, effective July 1st of the affected year. Should the vendor decline the City's right to exercise any option period, the City may consider the vendor in default, which may affect that vendor's eligibility for future contracts.
15. **BIDDER'S PAYMENT TERMS** The City will reject as non-responsive a bid under this solicitation, which is conditioned on payment of proper invoices in less than thirty (30) days. However, this does not preclude a bidder from offering a prompt payment discount for payment of proper invoices in less than thirty (30) days.
16. **INTERPRETATION** Any questions concerning terms, conditions and definitions of the contract and bidding regulations shall be directed in writing to the Purchasing Agent. The submission of a bid shall be prima facie evidence that the

bidder thoroughly understands the terms of the contract documents. The Contractor shall take no advantage of any error or omission in these contract documents.

17. **BRAND NAME OR EQUAL** Identification of an item by manufacturer's name, trade or brand name, or catalog number is for information and establishment of a quality level desired and is not intended to restrict competition. Bidders may offer any brand which meets or exceeds the specification, unless 'brand name only' is specified. Bids on other makes and/or models will be considered provided the bidder clearly states on the proposal what is being proposed and forwards with the bid complete descriptive literature indicating how the characteristics of the article being offered will meet the specifications. The City reserves the right to accept or reject items offered as an equal.
18. **EXECUTION OF AGREEMENT** Subsequent to award and within fifteen (15) calendar days after the prescribed forms are presented to the Contractor, the Contractor shall execute and deliver to the City the required Agreement and other forms as requested. Failure of the successful bidder to execute the Agreement and supply other required forms within fifteen (15) calendar days shall constitute a default. The City may either award the contract to the next low responsive and responsible bidder or re-advertise the bids, and may charge against the original bidder the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed. If a more favorable bid is received by a re-advertising, the defaulting bidder shall have no claim against the City for a refund.
19. **PLACING OF ORDERS** Orders against contracts will be placed with the Contractor on a Purchase Order (or Procurement Card – currently Mastercard) executed by the Purchasing Agent or designee. Where Master Agreements have been released by the City, orders may be placed directly with the Contractor by authorized personnel in the ordering Department(s). Issuance of all purchase orders will be contingent upon appropriation of funds by the Mayor and Council and encumbrance of such funds after July 1 of each year, as provided by the City Code.
20. **MATERIALS** All materials shall be new and free from defects. They shall be standard products of current manufacture. Unless otherwise noted in the contract documents, the Contractor shall abide by specific manufacturer instructions and recommendations on installation and operation.
21. **DELIVERY** Time is of the essence. All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information: 1) the Purchase Order number, 2) Name of the Article and Stock Number, 3) Quantity Ordered, 4) Quantity Shipped, 5) Quantity Backordered, and 5) Name of Contractor.
22. **TRAVEL TIME**  
No payment for travel time to or from the job site shall be charged. Charges begin when the Contractor arrives at each job site and end when the Contractor leaves the job site. The Contract Administrator will verify time records.
23. **BILLING** Unless otherwise specified invoices are to be submitted to the "Bill To" address on the Purchase Order immediately upon completion of the shipment or services.
24. **PAYMENT** Payment shall be made after satisfactory performance of the contract/complete delivery in accordance with all of the provisions thereof, and upon receipt of a properly complete invoice. The City reserves the right to withhold any or all payment or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any modification thereto. The acceptance by the Contractor of the final payment made as aforesaid, shall operate as and be a release to the City and every officer and agent thereof, from all claims by and liabilities to the Contractor for anything done or furnished for or relating to or affecting the work under the contract.
25. **ELECTRONIC PAYMENT OPTION**  
The Vendor ACH Payment Program of the City allows payments to be deposited directly to a designated financial institution account. Funds will be deposited into the account of your choice automatically and on time. All transactions are conducted in a secure environment. The program is totally free as part of the Finance Department's efforts to improve customer services. Program information and registration can be viewed at the following web address:  
  
<http://www.rockvillemd.gov/business/payment>
26. **TRANSFER OF TITLE** The Contractor warrants that title to all work, materials and equipment will pass to the City upon the receipt of payment by the Contractor, free and clear of all liens, claims, interests or encumbrances.
27. **DEFECTIVE MATERIALS/WORKMANSHIP** Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor. If the work shall be found to be defective or to have been damaged before final acceptance, the Contractor shall make good such defect in a manner satisfactory to the City, without extra compensation even though said defect or injury may have not been due to any act or negligence of the Contractor.
28. **CHANGES IN QUANTITIES/ITEMS** The City reserves the right to add or delete any item(s) from the bid in whole or in part at the City's discretion as given in the Bid or Proposal wherever it deems it advisable or necessary so to do and such changes shall in no way invalidate the contract nor affect the bid prices for any item or remaining work. Unit prices

submitted in the bid shall not be increased or decreased regardless of changes in quantity. The City may waive minor differences in specifications in bids provided these differences do not violate the specifications' intent nor materially affect the operation for which the items or services are being purchased.

The Contractor will be paid for the actual amount of authorized work done or material furnished under any item of the bid at the price bid and stipulated for such item. In case any quantity is increased, the Contractor shall not be entitled to any increased compensation over and above the unit price bid for such item, or any claim for damages on account of loss of anticipated profits should any quantities be decreased. The Contractor shall be responsible for confirming the accuracy of the specified quantities prior to ordering materials or supplies and the City's payment shall be based on the actual quantities incorporated in the work and not the quantities specified in the bid document. The quantities must not exceed the contract specified quantities without specific written authorization of the Purchasing Agent and it is the Contractor's responsibility to obtain said authorization.

29. **DISPUTES** Except as may otherwise be provided by the final agreement, any dispute concerning a question of fact arising under the agreement signed by the City and the Contractor which is not disposed of by the final agreement shall be decided by the City Manager. The Contractor shall be afforded the opportunity to be heard and offer evidence in support of the claim. Pending final decision of the dispute herein, the Contractor shall proceed diligently with performance under the agreement signed by the City and the Contractor. The decision of the City Manager shall be final and conclusive.
30. **EXTRA COSTS** If the Contractor claims that any instructions by the contract documents or otherwise involve extra compensation or extension of time, a written protest must be submitted to the Purchasing Agent within ten (10) calendar days after receipt of such instructions and before proceeding to execute the work, stating in detail the basis for objection. No such claim will be considered unless so made.
31. **LEGAL REQUIREMENTS** All materials, equipment, supplies and services shall conform to applicable Federal, State, County and City laws, statutes, rules and regulations. The Contractor shall observe and comply with all Federal, State, County and City laws, statutes, rules and regulations that affect the work to be done. The provisions of this contract shall be governed by the laws of the State of Maryland.
32. **INDEMNIFICATION OF THE MAYOR AND COUNCIL** The Contractor shall indemnify and save harmless the Mayor and Council from all suits, actions and damages or costs, of every name and description to which the Council may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on the part of the Contractor, or subcontractors or agents thereof.
33. **ETHICS REQUIREMENTS** In accordance with the City's financial disclosure and ethical conduct policy and/or ordinances a prerequisite for payment pursuant to the terms of this contract is that the Contractor may be required to furnish explicit statements, under oath, that the City Manager, and/or any other officer, agent, and/or employee of the City, and any member of the governing body of the City of Rockville or any member or employee of a Commission, Board, or Corporation controlled or appointed by the City Council, Rockville, Maryland has not received or has not been promised directly or indirectly any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration arising from directly or indirectly related to this contract, and that upon request by the City Manager, or other authorized agent, as a prerequisite to payment pursuant to the terms of this contract, the Contractor will furnish to the Mayor and Council of the City of Rockville, under oath, answers to any interrogatories to a possible conflict of interest has herein embodied.
34. **TERMINATION FOR CAUSE** The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms and an award made to next low Bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor or his surety shall be liable to the City for costs to the City in excess of the defaulted contract prices.
35. **TERMINATION FOR CONVENIENCE** This Contract may be terminated, in whole or in part, upon written notice to the Contractor when the City determines that such termination is in its best interest. The termination is effective 10 days after the notice is issued, unless a different time is given in the notice. The City is liable only for payment for goods and services delivered and accepted or approved by the City prior to the effective date of the termination.
36. **EMPLOYEES** The Contractor shall employ only competent, skillful persons to do the work, and whenever the Project Manager shall notify the Contractor in writing that any person employed on the work is, in his opinion, incompetent, disobedient, disorderly, discourteous or otherwise unsatisfactory, such person shall be discharged from the work and shall not again be employed for this contract except with the consent of the Project Manager.
37. **LANGUAGE** If applicable, the Contractor shall appoint one or more crewmembers or supervisors to act as liaison with the City and emergency services personnel. All liaisons shall be fluently bilingual in English and the Contractor's employees' language(s), and at least one liaison shall be present at each work site at all times when any of the Contractor's employees or agents are at the site.

38. **SENSITIVE DOCUMENTS** Sensitive documents (either electronic or hardcopy documents dealing with critical facilities or sensitive information) received from the City must be handled consistent with the terms of non-disclosure required for application. Contractor is responsible to restrict use of sensitive documents to project participants only and shall take appropriate measure to prevent distribution of sensitive document to anyone inside or outside of the Contractor's company except Contractor's project participants. After completion of the project, all sensitive documents remaining in the Contractor's possession shall continue to be governed under the terms of non-disclosure and must continue to be stored in a secure manner. After such records are no longer needed for record purposes, the records shall be destroyed or returned to the City. Where services require the Contractor to access the City's electronic information resources and/or its electronic data assets, the Contractor shall adhere to all requirements, terms and conditions of the City's Contractor/Vendor On-Site And Remote Access Confidentiality Agreement, which can be viewed at the following web address: [http://www.rockvillemd.gov/business/Rockville\\_Confidentiality\\_Policy.pdf](http://www.rockvillemd.gov/business/Rockville_Confidentiality_Policy.pdf).
39. **DOCUMENTS, MATERIALS AND DATA** All documents materials or data developed as a result of this contract are the City's property. The City has the right to use and reproduce any documents, materials and data, including confidential information, used in the performance of, or developed as a result of this contract. The City may use this information for its own purposes, including reporting to state and federal agencies. The Contractor warrants that it has title to or right to use all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials and data prepared or developed by the Contractor or supplied by the City.
40. **IMMIGRATION REFORM AND CONTROL ACT** The Contractor awarded a contract pursuant to this bid shall warrant that it does not and shall not hire, recruit or refer for a fee, for employment under the contract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (the Act), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.
41. **EQUAL EMPLOYMENT OPPORTUNITY** The Contractor will not discriminate against any employee or applicant because of race, creed, sex, national origin or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, national origin or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination, rates of pay or other form of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause
- If the Contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts, this contract may be declared void AB INITO, cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the City of Rockville. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor will permit access to the Contractor's books, records, and accounts. If the City Manager concludes that the Contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.
42. **PERMITS AND REGULATIONS** Unless stipulated elsewhere in these specifications, the Contractor shall be responsible for obtaining and paying for all applicable permits. Where signatures of the City are required in connection with the obtaining of such permits, certificates, etc., the Contractor shall prepare the proper paperwork and present it to the City for signature. City of Rockville Permit fees shall be waived. If the Contractor ascertains at any time that any requirement of this contract is at variance with applicable laws, ordinances, regulations and/or building codes, notification to the Project Manager shall be made immediately and any necessary adjustment to the contract shall be made. Without proper notice to the Project Manager, the Contractor shall bear all costs arising from the performance of work the Contractor knows to be contrary to such laws, ordinances, etc.
43. **SERVICE OF NOTICES** The mailing a written communication, notice or order, addressed to the Contractor at the business address filed with the City, or to his office at the site of the work shall be considered as sufficient service upon the Contractor of such communication, notice or order; and the date of said service shall be the date of such mailing. Written notice shall also be deemed to have been duly served if delivered in person to the individual or member of the firm or to any officer of the corporation for whom it was intended if delivered or sent by registered or certified mail to the last known address.
44. **PATENT RIGHTS** Whenever any article, materials, equipment, process, composition, means, or things called for by these specifications is covered by letters of patent, the successful bidder must secure, before using or employing such article, material etc., the assent in writing of the Owner or Licensee of such Letters of Patent and file the same with the City.

The said assent is to cover not only the use, employment, and incorporation of said article, material, equipment, process, composition, combination, means, or thing in the construction and completion of the work but also the permanent use of said article, material, etc., thereafter by or on behalf of the City, in the operation and maintenance of the project for the purposes for which it is intended or adapted. The Contractor shall be responsible for any claims made against the City, its agents and employees or any actual or alleged infringement of patents by the use of any such patented articles, etc., in the construction and completion of the work, and shall save harmless and indemnify the City, its agents and employees from all costs, expenses, and damages, including Solicitor's and Attorney's fees which the City may be obligated to pay by reason of any actual or alleged infringement of patents used in the construction and completion of the work herein specified.

45. **ABANDONMENT OF OR DELAY IN WORK** If the work under the contract shall be abandoned by the Contractor, or if at any time the City shall be of the opinion and shall so certify, in writing, to the Contractor, that the performance of the contract is unnecessarily or unreasonably delayed, or that the Contractor has violated any of the provisions of the contract or is executing the same in bad faith or if the work is not fully completed within the time specified for its completion, together with such extension of time as may have been granted, the City by written notice, may order the Contractor to discontinue all work there under, or any part thereof, within the number of days specified on such notice. At the expiration of said time the Contractor shall discontinue the work, or such part thereof, and the City shall have the power, by contract, or otherwise, to complete said work and deduct the entire cost thereof from any monies due or to become due the Contractor under the contract. For such completion of work the City may, for itself or its Contractor, take possession of and use or cause to be used any or all materials, tools, and equipment found on the site of said work. When any part of the contract is being carried on by the City, as herein provided, the Contractor shall continue the remainder of the work in conformity with the terms of the contract and in such manner as not to interfere with the City's workmen.
46. **SUBLETTING OR ASSIGNING OF CONTRACT** The City and the Contractor each bind themselves, their partners, successors, assigns and legal representatives of such other parties in respect to all covenants, agreements, and obligations contained in the contract documents. Neither party to the contract shall sublet, sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of the work provided for therein, or of his right, title or interest therein to any person, firm or corporation without the written consent of the other party, nor shall the Contractor assign any monies due or to become due hereunder without the previous written consent of the City.
47. **SUBCONTRACTING** When allowed, bidders who intend to subcontract any portion of the work including delivery, installation or maintenance will submit to the City prior to the start of work: 1) a description of the items to be subcontracted, 2) all subcontractor names, addresses and telephone numbers and 3) the nature and extent of the work utilized during the life of the contract. This does not relieve the contractor from the prime responsibility of full and complete performance under the contract. There shall be no contractual relationship between the City and any subcontractor.
48. **NO WAIVER OF CONTRACT** Neither the acceptance by the City nor any order, measurement, certificate or payment of money, of the whole or any part of the work, nor any extension of time nor possession taken by the City shall operate as a waiver of any portion of the contract, or any right to damage therein provided. The failure of the City to strictly enforce any provision of this contract shall not be a waiver of any subsequent breach of the same or different nature.
49. **MEASUREMENT OF WORK AND MATERIAL** The work and material to be paid for will be measured and determined by the City according to the specifications and drawings. No allowance will be made for any excess above the quantities required by the specifications and drawings on any part of the work, except where such excess material has been supplied or work done by order of the City and in the absence of default or negligence on the part the Contractor. Should the dimensions of any part of the work or of the materials be less than those required by the drawings or the directions of the City, only the actual quantities placed will be allowed in measurement.
50. **CONTINGENT ITEMS & QUANTITIES** Items and quantities identified as being contingent are provided in the contract for use when and as directed by the City. These items are established for the purpose of obtaining a bid price. The quantities for these contingent items may be increased or decreased without any adjustment to the contract unit price bid or the contingent items may be deleted entirely from the contract by the City. The Contractor shall submit no claim against the City for any adjustment to the contract unit price bid, should the contingent items be increased, decreased or eliminated entirely. Payment for any contingent items used will be made on the basis of the quantities as actually measured and as specified in the Specifications.
51. **GUARANTEE PERIOD** The Contractor shall warrant and guarantee the work required under this contract for a period of two (2) years from the date of Final Acceptance. The Contractor warrants and guarantees to the City, that materials and equipment furnished under the contract shall be of good quality and new unless otherwise required or permitted by the contract documents, that all work will be in accordance with the contract documents, and that all work will be of good quality, free from faults and defects. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. If required by the City, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.



The Contractor's obligation to perform and complete the work in a workmanlike manner, free from faults and defects and in accordance with the contract documents shall be absolute. The Contractor shall remedy, at his own expense, and without additional cost to the City, all defects arising from either workmanship or materials, as determined by the City, or City's representative. The obligations of the Contractor under this Paragraph shall not include normal wear and tear under normal usage.

If the Contractor does not, within ten (10) days after notification from the City, signify his intention in writing or inaction to correct work, as described above, then the City may proceed with the work and charge the cost thereof to the account of the contract as herein before provided.

Warranty documents shall be furnished by the Contractor and shall be delivered to the City before final payment is made.

## **INSURANCE REQUIREMENTS REV2 (09/08)**

Prior to the execution of the contract by the City, the Contractor must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor's insurance shall be primary.

The Contractor must submit to the Purchasing Division, 111 Maryland Avenue, Rockville, MD 20850 a certificate of insurance prior to the start of any work. In no event may the insurance coverage be less than shown below.

Unless otherwise described in this contract the successful contractor and subcontractors will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

### **MANDATORY REQUIREMENTS FOR INSURANCE**

Contractor's insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the Contractor's insurance and shall not be called upon to contribute with it.

<b>Type of Insurance</b>	<b>Amounts of Insurance</b>	<b>Endorsements and Provisions</b>
<b>1. Workers' Compensation</b> <b>2. Employers' Liability</b>	Bodily Injury by Accident: \$100,000 each accident  Bodily Injury by Disease: \$500,000 policy limits  Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: <i>WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.</i>
<b>3. Commercial General Liability</b>  a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <b>CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.</b>
<b>4. Automobile Liability</b>  a. All Owned Autos b. Hired Autos c. Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <b>Form CA20 48 02 99 form to be both signed and dated.</b>
<b>5. Excess/Umbrella Liability</b>	Each Occurrence/Aggregate: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.
<b>6. Professional Liability (if applicable)</b>	Each Occurrence/Aggregate: \$1,000,000	

Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

### **POLICY CANCELLATION**

No change, cancellation or non-renewed shall be made in any insurance coverage without a thirty (30) day written notice to the City Purchasing Division. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

### **ADDITIONAL INSURED**

**The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured** on the Contractor's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods, and services provided under this contract. Additionally, The Mayor and Council of Rockville must be named as additional insured on the Contractor's Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

**SUBCONTRACTORS**

All subcontractors shall meet the requirements of this Section before commencing work. In addition, Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**CERTIFICATE HOLDER**

**The Mayor and Council of Rockville**

(Contract #, title)

City Hall

111 Maryland Avenue

Rockville, MD 20850

## 1. **SCOPE**

Blanket Order to provide bus shelter frames as specified below for the City of Rockville's Traffic Division. Blanket Order shall be from date of award through June 30, 2014.

Bus shelters shall be provided as a complete shelter consisting of specified frame, wall panels (including glass), roof, bench and hardware. Bus shelters shall be delivered in a manner so that the assembly performed by City staff is limited to installing the wall panels, and fastening the three sides and roof together (i.e. - the bus shelter frame should be in four sections, including one roof section, and three sides).

Bus shelters shall be provided all inclusive of design, fabrication, transportation, delivery and unloading costs for the price quoted.

The bus shelter frames shall allow for back and side panels, include shelter installation hardware kits and shelter roof modules. Benches and glass partitions, designed for use with the frames must also be provided. The shelter frames should not include advertising panels. No installation is required by the Contactor (i.e. – once the minimal amount of assembly is performed by City Staff, City staff will install the shelters at various bus stops).

The Contractor shall guarantee that all items and/or substitution items as approved by the City shall be available for the term of any subsequent contract to include all extension periods through June 30, 2018. An initial order for eight (8) shelters will be placed upon award. Orders for additional shelter(s) may be placed throughout the term of any subsequent the contract.

Orders for replacement panels and hardware kits are also expected to be placed, on an as needed basis, as shelters are damaged by the general public and weather.

Individual bus shelter frames, hardware kits, and roof modules shall be identical in color and quality. Color may be bronze only. Composite materials of shelter frames, hardware kits for installation, and roof overhang modules, and other necessary items shall be identical for all shelters.

## 2. **SPECIFICATIONS**

2.1 The specifications listed on the attached "Bid Proposal (Quote Sheet) Form" are meant to be descriptive rather than restrictive and are provided to communicate the end-user's minimum requirements. Other manufacturer's equivalents will be considered provided they are found to be equal, or better than the specifications provided. The City of Rockville reserves the right to decide if any alternates offered are equal to those specified. The City's decision is final.

2.2 Bidders are cautioned to read carefully the specification(s). Bidders must direct our attention to any exceptions to specifications, even though your catalog or specification sheet may or may not list specifications for your product. If bidding on other than referenced, bid should show manufacturer, brand or trade name, and other description of the product offered. If other than brand(s) specified is offered, illustrations and complete description of product offered are requested to be made part of the bid.

### 2.3 **General**

Shelters shall be of modular construction. Shelters will be erected on finished concrete slab. Shelters shall be demountable to facilitate movement to alternate locations. Shelters shall be furnished complete (i.e. - with all necessary parts, hardware and instructions for assembly /installation, including those parts required for affixing shelter to the concrete pad). The work specified in this bid includes the design, fabrication, delivery and unloading of bus stop shelters, including frames, glazed wall panels, roof, benches and spare parts and replacement panels. The transportation costs of delivery including unloading, to the City of Rockville Maintenance Yard, 14625 Rothgeb Drive, Rockville, MD 20850, shall be included in the bid. Reference Attachment A; (1 Page), for additional information.

## 2.4 **Construction**

Shelters shall be four (4) sides and rectangular in shape. Shelters shall be supplied in five (5) complete sections; three (3) wall panels, one (1) roof section and one (1) bench. All sections shall be completed prefabricated. All sections shall be preglazed, precaulked and gasketed. Side and end sections shall be above ground level to facilitate air circulation. Shelter columns shall be adjustable to permit accommodation of variation in slope of site to maximum of four inches (4"). All components shall be replaceable and available through the manufacturer. The frame shall be designed to be stable with or without wall glazing and roof. Units will be able to withstand wind gusts to 75 mph.

## 2.5 **Dimensions**

### 2.5.1 **Overall Dimensions**

2.5.1.1 The minimum overall dimensions shall be:

8' Back Panel X 4' Side Panel x 7'6" High

2.5.1.2 The maximum overall dimensions shall be:

8'6" Back Panel x 4'6" Side Panel x 8' High

### 2.5.2 **Roof Dimensions**

Roof dimensions shall allow for a 2' overhang on the front of the shelter.

### 2.5.3 **Glass Panel Dimensions**

Glass panels, mounted in subframe sash, must be 21 9/16" x 73 1/4" (including subframe)

## 2.6 **Materials And Finishes**

All structural frame and window frame members shall be one-piece seamless extruded aluminum, 6063-T52 anodized to 215 R1, one hour dip minimum with a 313 E bronze duranodic finish. Thickness shall be 0.125" minimum.

Roof facia shall be 6063-T52 extruded aluminum anodized to a 215 R1, one hour dip minimum with a 313 E bronze duranodic finish. Roof and facia shall be one integral section and shall be leak and condensation proof. The roof dome shall be a one-piece seal seamless member of 1/4" thick translucent acrylic (Plexiglas or equivalent) bubble. Roof drainage shall be collected and drained to the outside rear of shelter. Roof dome shall be removable without removing the facia.

## 2.7 **Fasteners**

All structural frame connectors will be internal to prevent vandalism. Window frames will be attached with inconspicuous vandal resistant fasteners.

## 2.8 **Panels**

Panels in shelter units shall be 1/4" thick safety glass or equivalent in a vinyl gasket and aluminum subframe sash. Glass shall be vandal resistant, resistant to scratching and abrasion, easily cleared when sprayed with ink or paint, and shall not shatter if broken. Window panels are to be set in frames with a minimum 3/4" edge engagement to prevent the panels from being "popped out." Window panels shall be replaceable without disassembling the entire side of the shelter.

## 2.9 **Bench**

A shelter bench will be located at the rear of the shelter. The bench shall be between three feet (3') and four feet (4') in length. The bench shall be of a style that is compatible with the shelter, and attachable to the shelter frame in a manner compliant with Americans with Disability Act (ADA) requirements. All fasteners shall be vandal resistant.

## 2.10 **Spare Parts (Optional)**

Whenever specified spare parts consist of:

### 2.10.1 **Panels**

Glass panels set in frames ready for replacement.

### 2.10.2 **Hardware Kit**

Additional packages of hardware including anchor bolts, rivets, frame clips, etc. ... necessary for the installation of a complete shelter. Also include one spanner head screw driver for the utility panel.

## 2.11 **Special Instructions**

Bids are to be submitted with a set of detailed architectural drawings that show the finished, gauges, fasteners, drainage details, leveling capability, and connection to ground. Delivery must be made with a vehicle that has the capability to off load all shelters and parts onto the ground without any City assistance. Off-loading includes removing all parts of the shipment from the transporting vehicle to the ground a minimum of ten feet (10') lateral distance from the transporting vehicle.

## 2.12 **ADA Compliance**

Shelter and corresponding bench configuration shall comply with Americans with Disability Act (ADA) requirements.

## 2.13 **Bus Shelter Quality**

All workmanship in the manufacture, construction or alteration of items covered by this contract shall be the best used in modern practice. The City of Rockville reserves the right to determine whether or not the dimensions, materials, and workmanship of the frames and benches offered are acceptable. The City's decision shall be final. If the shelter frames, installation hardware kit components, or roof modules are found to be defective upon arrival to the City, the Contractor shall provide replacements at no additional cost. Removal of defective equipment shall be at no cost to the City. All replacements shall be manufactured and delivered to the City within thirty (30) working days of the date of written notification regarding the defect(s) and request for replacement.

## 3. **QUANTITIES**

All quantities listed are estimates only and are not a guarantee of purchase. Any unreleased quantities will be automatically cancelled on June 30, 2014. Orders will be phoned or faxed in on an "as needed" basis.

## 4. **FREIGHT/TRANSPORTATION**

Prices shall be quoted F.O.B.: City of Rockville, Rockville, Maryland (i.e. – if charging freight, it must be included within the unit bid price). Delivery location will be the City's Maintenance Complex, 14625 Rothgeb Drive, Rockville, Maryland, 20850. Vendor shall be responsible for off-loading shipments from delivery truck(s) and coordinating the delivery with City staff forty-eight (48) hours prior to the delivery of individual orders.

5. **DELIVERY**

Delivery of order(s) is desired within thirty (30) working days from placement of order(s). Ability to meet this delivery requirement may be a factor in the award, as well as, a factor in determining non-performance.

Upon request by the City, individual orders shall be shipped complete, for one (1) delivery to the City, at no additional charge, where billing shall not occur until after receipt of all items associated with the individual order.

6. **ORDERS**

Upon award orders will be scheduled, or placed that refer to your bid. All invoices must reflect price(s) quoted and must reflect the Purchase Order Number issued by the City of Rockville.

7. **FIXED, FIRM PRICING**

Prices shall remain firm. Show unit price on each item, as quantities may be increased or decreased within reasonable limits. In case of errors in price extension, unit prices shall govern.

8. **INVOICING**

Vendor shall be responsible for clearly identifying all items on all invoices by using descriptive words (Example: Bench, Bus Shelter Frame, Product # 12345-6789). Also, item number from a resulting purchase order must be on all invoices, bills and receipts.

9. **RE-STOCKING**

The City of Rockville reserves the right to return a stocked item within ten (10) days if they find they may have requested the wrong item. Full credit shall be given to the City if the item returned is indeed a stocked item. The City shall be responsible for returning merchandise in the original packaging. Should it become necessary for the City to return a non-stock item due to the City's error, then the vendor may charge no more than a fifteen percent (15%) restocking fee to the City. Reimbursement for the item(s) that are returned because they are found to be faulty will be the vendor's responsibility with his supplier. The City shall receive full credit for all such items.

10. **BID AND CONTRACTUAL CONTACT**

Technical, bid and contractual questions should be addressed to:

Mr. Jonathan Pierson, C.P.M., Contract Specialist  
Telephone Number: (240) 314-8433  
Email: [jpierson@rockvillemd.gov](mailto:jpierson@rockvillemd.gov)

The individual listed above may be telephoned or visited for clarification of the specifications only. No authority is intended, or implied that specifications may be amended, or alternates accepted prior to bid opening without written approval.

11. **TERM**

Blanket Order shall be from date of award through June 30, 2014.

12. **MULTIPLE AWARDS**

To ensure receipt of item as soon as possible, the City of Rockville may make two (2) awards one to a primary source and one to a secondary source of supply. The lowest most responsive, as determined by the City may be designated the primary source of supply. The secondary source will be the next lowest most responsive bidder, as determined by the City. The primary source will always be contacted first when items are required. If the item is not available from the primary source, then the secondary source will be contacted.

13. **OTHER SOURCES OF SUPPLY**

In the event items are not available from either source the City of Rockville reserves the right to purchase the items from other sources of supply.

14. **BID EVALUATION**

The City of Rockville reserves the right to decide, if any alternates offered are equal to those specified. The City's decision is final.

The City reserves the right to award like items to vendor rather than by low bid per line item if in the City's best interest

All offers must be on bid forms and attachments provided, any other format may be grounds for disqualification of your bid.

The City reserves the right to accept or reject any or all bids, to waive informalities and technicalities, to accept the offer considered most advantageous and award the bid to the lowest, most responsive bidder. Additionally, all bidders are hereby notified that the City shall consider all factors it believes to be relevant in the selection of the lowest most responsible bidder including, but not limited to the ability to perform the agreement for the City.

Terms and conditions attached by bidder and references on the face of the bid response will be considered in making the award. Accordingly, the inclusion of any additional terms or conditions that conflict with State law, City Rules, the advertised terms, conditions and specifications, as well as those imposing additional requirements, may be cause for the bid to be disqualified.

15. **PAYMENT**

Payments for individual orders will be made Net 30, in full, upon receipt and acceptance of each order and receipt of a correct invoice.

16. **EXTENSION**

This agreement may be extended for four (4) additional years, one (1) year at a time with all terms, and conditions remaining the same.

Unit prices quoted are to be firm through June 30, 2015. A request for a price adjustment is subject to approval or rejection by the City. A request for a price adjustment from a contract will not be approved unless the contractor submits to the City sufficient justification to support the Contractor's request. A request for price adjustment may not be approved which exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve (12) month period immediately prior to the date of the request.

The request shall be based upon the CPI for all urban consumers issued for the Washington, D.C. Metropolitan Area by the United States Department of Labor, Bureau of Labor Statistics for the specific commodity or service group being provided by the Contractor under this contract as listed on the bid quotation coversheet. The request for the increase must be accompanied with supporting documentation justifying the requested price adjustment. A price adjustment may only be approved prospectively by a written contract amendment executed by the City. The price increase, if approved, shall be effective sixty (60) days from the date of receipt of the contractor's request.

17. **CANCELLATION**

Upon award, any order is subject to cancellation, without penalty either in whole or in part, if funds are not appropriated.

The City reserves the right to immediate cancellation due to non-performance.

The City reserves the right to cancellation with ten (10) days written notice.





**CITY OF ROCKVILLE  
 BID PROPOSAL (QUOTE SHEET) FORM  
 INVITATION FOR BID # 14-14  
 BLANKET ORDER FOR BUS STOP SHELTERS (NO ON-SITE INSTALLATION)**

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED **IN DUPLICATE**

VENDOR AGREES TO PROVIDE GOODS AS SPECIFIED IN THIS BID, AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
------	-------------	----------	------------	-------------

01.	Bus Stop Shelter, Meeting The Specifications And Requirements Of This Bid (IFB # 14-14)	8 EACH	\$ _____	\$ _____
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List Manufacturer & Model # Offered \_\_\_\_\_

**Note: Per the specifications, this item shall be provided all inclusive of design, fabrication, delivery and unloading of shelters consisting of frames, wall panels, roofs, benches and hardware.**

02.	Panel, Replacement, Glass	1 EACH	\$ _____	\$ _____
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List Manufacturer & Model # Offered \_\_\_\_\_

**Note: This item will be purchased, as needs arise, to replace panels damaged by the general public and weather.**

03.	Hardware Kit, Replacement	1 KIT	\$ _____	\$ _____
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List Manufacturer & Model # Offered \_\_\_\_\_

**Note: This item will be purchased, as needs arise, to make repairs to shelters damaged by the general public and weather.**

TOTAL      \$ \_\_\_\_\_

NAME OF BIDDER \_\_\_\_\_

RETURN THIS FORM IN DUPLICATE

**SUBMITTALS**

Bidders are required to submit published literature to include, but not limited to specifications, engineering drawings and installation instructions with the bid. The City of Rockville reserves the right to decide if products offered meet the minimum requirements of the City's specifications based upon these submitted documents. City's decision is final. Failure to provide these submittals with bid may disqualify your bid.

**SAMPLES**

Bidders may be required to submit a sample(s) for review, inspection, and testing. If the sample is found to be acceptable, it will become part of the first order. If the sample is found to be not acceptable, it shall be the bidders responsibility to remove the sample from City property within thirty (30) days; otherwise, the City will dispose of the sample. The City of Rockville reserves the right to decide if samples are acceptable or unacceptable. The City's decision is final. Failure to provide sample(s) within fifteen (15) working days from request may disqualify your bid.

**DELIVERY**

Confirm ability to meet delivery schedule in accordance with Section 5, Page 13, for the price bid:

Yes \_\_\_\_\_ No \_\_\_\_\_

Confirm that there is no minimum quantity required to be ordered, per individual orders, for the price bid:

Yes \_\_\_\_\_ No \_\_\_\_\_

Confirm that there are no freight, transportation or delivery fees associated with individual orders, regardless of the quantity ordered, for the price bid:

Yes \_\_\_\_\_ No \_\_\_\_\_

Confirm that offloading of individual orders is included via a vehicle that has the capability to perform the offloading without any assistance from the City, for the price bid:

Yes \_\_\_\_\_ No \_\_\_\_\_

Confirm that upon request by the City, individual orders shall be shipped complete, for one (1) delivery to the City, at no additional charge, where billing shall not occur until after receipt of all items:

Yes \_\_\_\_\_ No \_\_\_\_\_

Confirm that the City's Traffic Division shall be contacted forty-eight (48) hours prior to the delivery of individual orders, for the price bid:

Yes \_\_\_\_\_ No \_\_\_\_\_

The City of Rockville reserves the right to consider responses to the confirmation questions above when evaluating the responsiveness of bids and determining the best value bid. City's evaluation and determination is final. Failure to confirm the information above, and/or failure to confirm the information above affirmatively with a response of "Yes", may disqualify your bid.

NAME OF BIDDER \_\_\_\_\_

RETURN THIS FORM IN DUPLICATE

**EXCEPTIONS** All exceptions taken to the specifications contained in this document must be clearly indicated in the space provided below. Unless noted as an exception, the bidder will be held responsible for providing each component or standard called for.

The City Manager for the City of Rockville, Maryland retains the exclusive right to approve or reject any exception taken to the specifications contained in this bid. It is hereby agreed that if this bid is rejected due to an exception taken to a specification by the bidder, the rejection taken will be final and no further action may be taken.

Do you claim an exception to any specification to this bid? \_\_\_\_\_

### **ADDENDA**

Acknowledgment is hereby made of the following Addenda, if any, (identified by number) received since issuance of this bid: \_\_\_\_\_

### **EXECUTION**

**THE BIDDER IS HEREBY NOTIFIED THAT THIS DOCUMENT SHALL BE SIGNED IN INK IN ORDER FOR THE BID TO BE ACCEPTED. BY SIGNING, THE BIDDER CERTIFIES THAT HE/SHE WILL COMPLY IN EVERY ASPECT WITH THESE SPECIFICATIONS.**

The bid, if submitted by an individual, shall be signed by an individual; if submitted by a partnership, shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation the same shall be signed by the President and attested by the Secretary or an Assistant Secretary. If not signed by the President as aforesaid, there must be attached a copy of that portion of the By-Laws, or a copy of a Board resolution, duly certified by the Secretary, showing the authority of the person so signing on behalf of the corporation. In lieu thereof, the corporation may file such evidence with the Administration, duly certified by the Secretary, together with a list of the names of those officers having authority to execute documents on behalf of the corporation, duly certified by the Secretary, which listing shall remain in full force and effect until such time as the Administration is advised in writing to the contrary. In any case where a bid is signed by an Attorney in Fact the same must be accompanied by a copy of the appointing document, duly certified.

#### **IF AN INDIVIDUAL:**

NAME: \_\_\_\_\_

\_\_\_\_\_  
Street and/or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Fed ID or SSN

\_\_\_\_\_  
Signature

(SEAL)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Signature

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Signature

NAME OF BIDDER \_\_\_\_\_

RETURN THIS FORM IN DUPLICATE

**IF A PARTNERSHIP:**

NAME OF PARTNERSHIP: \_\_\_\_\_

\_\_\_\_\_  
Street and/or P.O. Box\_\_\_\_\_  
City\_\_\_\_\_  
State\_\_\_\_\_  
Zip Code\_\_\_\_\_  
Fed ID or SSN

BY: (SEAL)

\_\_\_\_\_  
Member Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Print Signature

TITLE: \_\_\_\_\_ WITNESS: \_\_\_\_\_

\_\_\_\_\_  
Signature\_\_\_\_\_  
Print Signature**IF A CORPORATION:**

NAME OF CORPORATION: \_\_\_\_\_

\_\_\_\_\_  
Street and/or P.O. Box\_\_\_\_\_  
City\_\_\_\_\_  
State\_\_\_\_\_  
Zip Code\_\_\_\_\_  
Fed ID or SSN

STATE OF INCORPORATION: \_\_\_\_\_

BY: \_\_\_\_\_ (SEAL) \_\_\_\_\_

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Print Signature

TITLE: \_\_\_\_\_ WITNESS: \_\_\_\_\_

\_\_\_\_\_  
Secretary's Signature\_\_\_\_\_  
Print Signature

NAME OF BIDDER \_\_\_\_\_

RETURN THIS FORM IN DUPLICATE

**REMITTANCE ADDRESS** (if different than above)

---

Street and/or P.O. Box

---

City

State Zip Code

---

NOTE: Firms must use their FULL LEGAL name. Generally, a corporation's name must end with a suffix indicating the corporate status of that business (i.e., Inc., Co., Corp., etc.). Individuals or corporations may indicate trade names with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. Failure to use your FULL LEGAL name may be cause for rejection of the bid.

**CONTACT FOR ADMINISTRATION**

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME OF BIDDER \_\_\_\_\_

RETURN THIS FORM IN DUPLICATE

**A F F I D A V I T**

I hereby affirm that:

I am the \_\_\_\_\_ and the duly authorized representative of the firm of \_\_\_\_\_ whose address is \_\_\_\_\_ and that

I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

I further affirm:

**AFFIDAVIT OF QUALIFICATION TO  
CONTRACT WITH A PUBLIC BODY**

1. Except as described in Paragraph 2 below, neither I nor the above firm nor, to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the state, including any bi-county or multi-county entity), has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following:

- (1) bribery, attempted bribery, or conspiracy to bribe.
- (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract.
- (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property.
- (4) a criminal violation of an anti-trust statute.
- (5) a violation of the Racketeer Influenced and Corrupt Organization act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract.
- (6) a violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland.
- (7) conspiracy to commit any of the foregoing.

B. pled nolo contendere to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph.

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph.

2. [State "none," or as appropriate, list any conviction, plea or admission as described in Paragraph 1 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any]. \_\_\_\_\_

3. I further affirm that neither I nor the above firm shall knowingly enter into a contract with the Mayor and Council of Rockville under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I acknowledge that this Affidavit is to be furnished to the Mayor and Council of Rockville and, where appropriate, to the State Board of Public Works and to the Attorney General. I acknowledge that I am executing this Affidavit in compliance with the provisions of Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland which provides that persons who have engaged in certain prohibited activity may be disqualified, either by operation in law or after a hearing, from entering into contracts with the Mayor and Council of Rockville. I further acknowledge that if the representations set forth in this Affidavit are not true and correct, the Mayor and Council of Rockville may terminate any contract awarded, and take any other appropriate action.

**NON—COLLUSION AFFIDAVIT**

1. Am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

2. Such bid is genuine and is not a collusive or sham bid

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Mayor and Council of Rockville, Maryland (Local Public Agency) or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

**I do solemnly declare and affirm under the penalties of perjury that the contents of these affidavits are true and correct.**

**Name of Firm** \_\_\_\_\_

**Signature and Title** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

NAME OF BIDDER \_\_\_\_\_

RETURN THIS FORM IN DUPLICATE

## Metropolitan Washington Council of Governments

## Rider Clause

## USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS CHIEF PURCHASING OFFICERS COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

## BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES NO JURISDICTION

☐ Alexandria, Virginia  
☐ Alexandria Public Schools  
☐ Alexandria Sanitation Authority  
☐ Arlington County, Virginia  
☐ Arlington County Public Schools  
☐ Bladensburg, Maryland  
☐ Bowie, Maryland  
☐ Charles County Public Schools  
☐ College Park, Maryland  
☐ Culpeper County, Virginia  
☐ District of Columbia  
☐ District of Columbia Courts  
☐ District of Columbia Public Schools  
☐ District of Columbia Water & Sewer Auth.  
☐ Fairfax, Virginia  
☐ Fairfax County, Virginia  
☐ Fairfax County Water Authority  
☐ Falls Church, Virginia  
☐ Fauquier County Schools & Government, Virginia  
☐ Frederick, Maryland  
☐ Frederick County, Maryland  
☐ Gaithersburg, Maryland  
☐ Greenbelt, Maryland  
☐ Herndon, Virginia  
☐ Leesburg, Virginia  
☐ Loudoun County, Virginia  
☐ Loudoun County Public Schools  
☐ Loudoun County Sanitation Authority  
☐ Manassas, Virginia  
☐ City of Manassas Public Schools

YES NO JURISDICTION

☐ Manassas Park, Virginia  
☐ Maryland-National Capital Park & Planning Comm.  
☐ Maryland Department of Transportation  
☐ Metropolitan Washington Airports Authority  
☐ Metropolitan Washington Council of Governments  
☐ Montgomery College  
☐ Montgomery County, Maryland  
☐ Montgomery County Public Schools  
☐ Northern Virginia Community College  
☐ OmniRide  
☐ Potomac & Rappahannock Trans. Commission  
☐ Prince George's County, Maryland  
☐ Prince George's Public Schools  
☐ Prince William County, Virginia  
☐ Prince William County Public Schools  
☐ Prince William County Service Authority  
☐ Rockville, Maryland  
☐ Spotsylvania County Schools  
☐ Stafford County, Virginia  
☐ Takoma Park, Maryland  
☐ Upper Occoquan Service Authority  
☐ Vienna, Virginia  
☐ Virginia Railway Express  
☐ Washington Metropolitan Area Transit Authority  
☐ Washington Suburban Sanitary Commission  
☐ Winchester, Virginia  
☐ Winchester Public Schools

Vendor Name Revised 9/9/08

NAME OF BIDDER \_\_\_\_\_

RETURN THIS FORM IN DUPLICATE

**SAMPLE CONTRACT**  
**For Machinery, Supplies, and/or Services**

**STANDARD FORM OF AGREEMENT BETWEEN THE CITY OF ROCKVILLE  
AND SUPPLIER OR CONTRACTOR**

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between

THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND, hereinafter referred to as the "COUNCIL" and

(A) \_\_\_\_\_  
hereinafter referred to as the "CONTRACTOR".

WITNESSETH, that the CONTRACTOR and the COUNCIL for the consideration hereinafter named, agree as follows:

**ARTICLE 1.** The COUNCIL agrees to pay the CONTRACTOR for the performance of the contract the sum

of \_\_\_\_\_ dollars(\$\_\_\_\_\_)

**ARTICLE 2.** The CONTRACTOR agrees to furnish performance and payment bonds in such form as shall be acceptable to the COUNCIL, where required in the invitation for bid or the request for quotation, or where required by Maryland Law.

**ARTICLE 3.** The CONTRACTOR agrees to furnish all of the machines, equipment, material, and/or labor

Described in the specifications entitled \_\_\_\_\_  
\_\_\_\_\_

**ARTICLE 4.** The COUNCIL may make any alterations, deviations, additions or omissions from the aforesaid specifications, which it may deem proper, without affecting or making void this contract; and in such cases the COUNCIL shall value or appraise such alterations and recommend the amount added to or deducted from the amount herein agreed to be paid to the CONTRACTOR for the excess or deficiency occasioned by such alterations. In case any alterations or deviations are made, such further time may be allowed for completion of the work, caused by such alterations or deviations as the purchasing agent or an appropriate department head of the City of Rockville shall decide to be reasonable.

**ARTICLE 5.** If the CONTRACTOR shall be adjudged bankrupt or if he shall make a general assignment for the benefit of his creditors, or if a Receiver shall be appointed on account of his insolvency, or if he shall persistently or repeatedly refuse or shall fail, except in case where extension of time is provided, to supply enough properly skilled workmen or proper materials or if he should fail to make prompt payment to subcontractors for materials or labor, or disregard law, ordinances or the instructions of the COUNCIL or otherwise be guilty of substantial violation of any provision of this Agreement, then the COUNCIL may, without prejudice to any other right or remedy, and after giving the CONTRACTOR reasonable notice, terminate the employment of the CONTRACTOR and take possession of the machines, equipment and material already delivered or in process of delivery.

**ARTICLE 6.** The CONTRACTOR and the COUNCIL agree that this Agreement, the Invitation for Bid or the request for quotation and all of the specifications therewith and all modifications thereof constitute the Contract, and that they are fully a part of the Contract as if hereto attached or herein repeated and that for themselves and each of them, their successors, personal representatives and assigns hereby agree to the performance of the covenants herein contained.

**ARTICLE 7.** The CONTRACTOR, with the execution of this Contract, makes assurance that all materials necessary for the completion of this project are now available to him or will be available so as not to cause delay in the time specified for completion, nor will there be any further expense to the COUNCIL by reason of any special expense imposed by his supplier or fabricator after this Contract is executed.



**ARTICLE 8.** The CONTRACTOR at all times shall observe and comply with all Federal and State Laws and local laws, ordinances and regulations in any manner affecting the conduct of the work; and all such other orders or decrees as exist at present and those which may be enacted later, of bodies or tribunals having any jurisdiction or authority over the work, and shall indemnify and save harmless the Mayor and Council and all of its officers, agents, and servants against any claim or liability arising from or based on the violation of any such laws, by-laws, ordinances, regulations, orders or decrees whether by himself or his employees.

The CONTRACTOR shall indemnify and save harmless the Mayor and Council of Rockville, Maryland, and all its officers, agents and servants from all suits, actions and damages and costs, of every name and description to which the COUNCIL may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on the part of the CONTRACTOR, his servants or agents or to other cause.

IN WITNESS WHEREOF, the said (A) \_\_\_\_\_

and the COUNCIL have caused these presents to be signed and sealed.

For  
Corporations.

Corporation: \_\_\_\_\_

\*By: \_\_\_\_\_ (Seal)  
(Either president or vice-president. If other person is authorized,  
authorization in form of corporate resolution must be attached.)

Witness: \_\_\_\_\_  
(Should be secretary or Asst. secretary.)

\*Corporate seal must be impressed through name of person signing for corporation.

For individuals  
or partnerships.

Name: \_\_\_\_\_ (Seal)  
(Either owner or partner)

Witness: \_\_\_\_\_  
**MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND**

By \_\_\_\_\_ (Seal)  
City Manager

**ATTEST:**

\_\_\_\_\_  
City Clerk  
Approved as to form and legality  
\_\_\_\_\_  
City Attorney

NOTE (A): The CONTRACTOR shall enter the exact name of the business. An individual trading as a company shall enter: John Doe t/a Doe Masonry Company.

